OTCnet℠ Online Agency User Roles

Overview

OTCnet roles can be assigned during the OTCnet account creation/modification process. The OTCnet roles available to be assigned are shown in the following table:

ITIM Roles in OTCnet

Role Name	Role Description	Assignable By	Applicable For
Accounting Specialist	The agency user in this role is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet.	Agency PLSA, LSA	Deposit Processing
Agency Manager	The agency user in this role can view/download CIRA and view reports.	Agency PLSA, LSA	Check Processing
View Report	This role is created to accommodate the need to users to have need to access to agency reports other than the Agency Manager role.	Agency PLSA, LSA	Check Processing
CIRA Viewer	The agency user in this role can only perform view location, view CIRA records and download CSV. This is the check processing role with the lowest level of access.	Agency PLSA, LSA	Check Processing
Deposit Approver	The agency user in this role will approve the deposit report and submit the in-formation to the TGA financial institution.	Agency PLSA, LSA	Deposit Processing
Deposit Confirmer	The financial institution user in this role will verify the submitted deposit ticket, reject the deposit ticket if necessary, forward the information to the Treasury, and create adjustments, as necessary.	Financial Institution PLSA, LSA	Deposit Processing
Deposit Preparer	The agency user in this role prepares the deposit ticket and supporting information for transmission to the TGA financial institution.	Agency PLSA, LSA	Deposit Processing
FI Viewer	The financial institution user in this role will only be able to search / view deposit and adjustments, view Financial Institution information and produce reports from it.	Financial Institution PLSA, LSA	Deposit Processing
FRB Confirmer	The FRB user in this role will verify the submitted deposit ticket, reject the de-posit ticket if necessary, forward the information to the Treasury, and create adjustments, as necessary.	Financial Institution PLSA, LSA	Deposit Processing
FRB Viewer	The FRB user in this role will only be able to search / view deposit and adjustments, view FRB information and produce reports from it.	Financial Institution PLSA, LSA	Deposit Processing

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ITIM Roles in OTCnet (con't)

Role Name	Role Description	Assignable By	Applicable For
FPA Viewer	The agency user in this role will only be able to search / view deposit and adjustments, and produce reports from it.	Agency PLSA, LSA	Deposit Processing
Local Accounting Specialist	The agency user in this role is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level endpoints. This role will establish and maintain the organizational structure, accounting code mappings to individual endpoints and the processing options that one or more lower level endpoints will use in OTCnet.	Agency PLSA, LSA	Deposit Processing
Agency Local Security Administrator (LSA)	The agency user in this role will maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. (Approver, same capability of Agency PLSA).	Agency PLSA	All
Financial Institution Local Security Administrator (LSA)	The financial institution/federal reserve bank user in this role will maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. (Approver, same capability of FI PLSA).	Financial Institution PLSA	All
MVD Editor	The agency user in this role can create, update and read verification records. This role can also download CSV formatted reports.	Agency PLSA, LSA	Check Processing
MVD Viewer	The agency user in this role can read CIRA records in addition to read verification records and read block records containing only ABA permissions. This role also has the permission to download CSV formatted reports.	Agency PLSA, LSA	Check Processing

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ITIM Roles in OTCnet (con't)

Role Name	Role Description	Assignable By	Applicable For
Check Capture Lead Operator	Check Capture Lead Operator – The agency user in this role will have the ability to scan checks into a batch, close a batch, balance check amounts and entering batch control values during batch closing. However, Cashers are not allowed to accept duplicates, make MICR corrections, authorized the use of out-of-date LVD or accept checks with poor quality.	Agency PLSA, LSA	Check Processing, Check Capture
Check Capture Administrator	The agency user in this role has the capability to define and modify the check capture sites. For example, they will be able to setup the location policy and location group. This user will also configure the Check Capture functions and perform upgrades of the application. This user will have the permission to download user profiles for the site as well. Lastly, the user in this role will have the permission to download software or firmware to the terminal using the Download Check Capture application permission.	Agency PLSA, LSA	Check Processing, Check Capture
Check Capture Operator	The agency user in this role can perform only very minimal Check Capture activities.	Agency PLSA, LSA	Check Capture
Check Capture Supervisor	The agency user in this role is the most powerful user on the Check Capture site. The user can perform all the functions on the Check Capture including accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, accept checks with poor quality.	Agency PLSA, LSA	Check Processing, Check Capture

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Overview

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ITIM Roles in OTCnet (con't)

Role Name	Role Description	Assignable By	Applicable For
Batch Approver	The user assigned this role permission will have the ability to approve a batch either prior to batch upload (from Offline) or when a batch is uploaded/submitted to OTCnet but not yet approved. This permission is granted especially when, in offline mode, a user has configured the terminal to upload a batch upon Batch Close. An example of this permission applies to a Check Capture Operator: though a terminal may be configured to upload upon close, an Operator is able to close a batch but does not inherently have Upload per-missions, therefore the user's permissions will override the terminal configuration, and the batch will not be automatically uploaded. Providing this permission along with Batch Uploader allows for the Check Capture Operator to auto-upload the batch upon close. This role should be granted in limited cases at sites where there is a need for the Operator to perform this function without a Supervisor present.	Agency PLSA, LSA	Check Processing, Check Capture
Batch Uploader	The Offline user assigned this role permission will have the ability to upload a batch from Offline OTCnet to the online database; this user has no other per-missions, and therefore should typically be granted to a Check Capture Opera-tor and Lead Operator. This permission is granted especially when, in offline mode, a user has configured the terminal to upload a batch upon Batch Close. An example of this permission applies to a Check Capture Operator: though a terminal may be configured to upload upon close, an Operator is able to close a batch but does not inherently have Upload permissions, therefore the user's permissions will override the terminal configuration, and the batch will not be automatically uploaded. Providing this permission along with Batch Approver allows for the Check Capture Operator to auto-upload the batch upon close. This role should be granted in limited cases at sites where there is a need for the Operator to perform this function without a Supervisor present.	Agency PLSA, LSA	Check Processing, Check Capture

PCC OTC to OTCnet℠ Online Agency User Roles Crosswalk

Overview

OTCnet has been developed to allow individual users specific roles that will enable each person to perform their job responsibilities. New roles have been developed for OTCnet. To help you crosswalk PCC OTC roles to OTCnet roles, the table below lays out the former PCC OTC roles, to the left, and the corresponding OTCnet role to the right. Please note, in order to replicate permissions you may have to assign multiples roles to a single user. If you need additional information

PCC Roles in OTCnet

PCCOTC	OTCnet
Cashier	Check Capture Operator
POC	Check Capture Supervisor
Agency User Admin MVD Information Security Security Contact	Primary Local Security Administrator (PLSA)* Local Security Administrator (LSA)
MVD Edit	MVD Editor
MVD View	MVD Viewer
CIRA	CIRA Viewer
MVD View/CIRA MVD View/CIRA/Reports MVD View/CIRA/Reports+CSV MVD View/Report	MVD View CIRA Viewer View Reports
MVD Edit/CIRA MVD Edit/CIRA/Reports MVD Edit/CIRA/Reports+CSV MVD Edit/Report	MVD Edit CIRA Viewer View Reports
Agency Manager 1 Agency Manager 2	Agency Manager